



CHFS Employee Recognition Committee

Mission

To provide an environment where each CHFS employee understands the importance of their job, is valued and recognized for his or her contributions, resulting in great pride and enthusiasm in the workplace

Vision

- *Sponsor employee recognition events on a routine basis (bi-annually)*
 - *Department*
 - *Cabinet-wide*
- *Share ideas and communicate to other departments*
 - *Employee Recognition Committee*
 - *Entire CHFS Cabinet*
- *Encourage all departments to participate in employee recognition activities*
- *Use Employee Recognition website as a vehicle to provide recognition toolbox (communicate suggested methods of recognition, sample certificates, notes, etc)*



CHFS Employee Recognition: *Creative Ideas*



Employee recognition does not have to be expensive or grandiose to be effective. On the contrary, research indicates a timely, sincere, personal word of appreciation is considered one of the most valuable forms of recognition.

Research also shows that work that is recognized is repeated.

Try these easy, low to no-cost suggestions to show employees that what they do matters and you appreciate them:

- ☺ Just say, "Thank you!"
- ☺ Greet employees by name when you pass them in the hall.
- ☺ Give credit for an employee's ideas when discussing them with others.
- ☺ Recognize significant events or milestones, such as promotions, work anniversaries, and retirements.
- ☺ Submit an article to the CHFS Focus newsletter that celebrates employees' or teams' accomplishments.
- ☺ Establish an employee "brag board." Keep it current!
- ☺ Give away your reserved parking space for a week.
- ☺ Serve as a mentor. Discuss employees' future career goals. Tailor a day for them to shadow you or another professional.
- ☺ Ask highest management at the local level to stop by and say a few words of praise to an office that has pulled together as a team and accomplished something extraordinary.
- ☺ Ask the Commissioner, Executive Director, SRA or Facility Director to send an e-mail praising employees for a job well done.
- ☺ Offer committee opportunities to employees to show how much you value their input. Let them know they are being asked because of the creativity or important information they have offered in the past.

Examples of Awards (Note: Any tangible awards must be procured and distributed in accordance with the CHFS Employee Recognition Guidelines.)

- ☺ **On-the-Spot Awards.** These awards identify any relevant work worthy of recognition. Examples include Problem Solver, High Productivity, Perfect Attendance, Exceptional Customer Service, Going the "Extra Mile", and Most Congenial.
- ☺ **The Community Service Award.** This award recognizes employees who volunteer their time and talents to community activities that promote Cabinet outcomes.
- ☺ **Dessert on the Bosses** buffet day. Ask managers across the state to bring homemade or nearly homemade desserts during midday.
- ☺ Certificates, candy-grams, etc. Samples can be located at <http://chfsnet.ky.gov/afa/ohrm/dpod/emprecog.htm>
- ☺ Provide healthy snacks on an employee's birthday or set up a monthly potluck luncheon.
- ☺ Set up your own award that could be passed around to employees, such as a trophy that could be filled with healthy snacks each time it is passed to a new employee.
- ☺ Give employees who have a particularly difficult task a stress ball or stress "kit." The kit may include items such as a rubber band so that they "remain flexible," a life saver to pull out when they feel they are "going under" with so much work; a band aid to "hold things together;" a \$100,000 bar to show them what you really think they are worth, etc.
- ☺ Buy a box of inexpensive cards and keep them at the office. Give them to members of your "team" as situations arise.

